

Appendix 21

Approval: Governing Board of Black Sea International University

Resolution #03, 10/01/2024

International Black Sea University

Regulation of Research Promotion and Project Management Service

Tbilisi

2024

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Article 1. General Provisions

1. The present regulation defines the main goals and objectives, functions, powers, management organization, and structure of the administrative structural unit of "International Black Sea University" LLC (hereinafter - the University) - Research Promotion and Project Management Service (hereinafter - the Service);
2. The service is guided by the legislation of Georgia, the statute of the university, this statute, and other legal acts valid in the university.
3. The service is subordinate to the vice-rector in the research field, responsible and accountable to him.

Article 2. Purpose of service

1. The objectives of the service are:

- a) Promotion of research (fundamental and applied) activities at the university;
- b) Helping academic staff and students - in research activities, development of necessary skills in the process of project development, and access to resources;
- c) Presenting the results of the research carried out at the university at the local, regional and international level;
- d) Development/implementation of institutional and research/grant projects together with local and international partner universities;
- e) Promoting the internationalization of the university's research potential;
- f) Policy management of scientific research and projects of the university;
- g) Introduction, implementation, and proper management of the internal university system of research funding;
- h) Active cooperation of the service with local and international funds, agencies, and centers to find sources of funding for projects;
- i) Supporting schools/research centers in organizing and conducting local and international conferences or symposiums;

j) Involvement of the service in establishing contacts with partner universities and institutions, in the administration process, in writing and implementing project proposals;

2. To achieve the goals defined in this article, the service cooperates with university schools, scientific research centers, academic and scientific personnel, as well as with relevant administrative and support units.

Article 3. Functions of the service

1. The functions of the service are:

a) Implementation of the university's research and project management policy document and monitoring of the results, taking into account the university's strategic and action plans;

b) Development of projects with local and/or international, public and/or private organizations in order to attract necessary funding or resources for projects;

c) Annual evaluation of the research activities of the academic staff of the university, taking into account the research activities to be performed under the agreement;

d) Conducting/supporting university and school conferences; raising awareness of the university conference in the scientific and professional circles of the relevant field;

e) Promoting the involvement of university academic and scientific staff, as well as master's and doctoral students in scientific/grant projects; development/implementation of grant projects; Finding sources of funding for projects, active cooperation of the service with local and/or international funds, agencies and centers;

f) Creation, management, and monitoring of a unified base for the implementation of research activities;

g) Managing the internal university funding process of research in accordance with the funded projects and monitoring their performance;

h) Planning and implementation of activities developing skills necessary for research activities and writing projects;

i) Ensuring the availability of scientific research papers in the university library;

- j) If necessary, together with schools, library, and financial department, selection of relevant literature;
- k) Establishment of institutional cooperation with research units of international higher educational institutions to facilitate implementation of joint activities;
- m) Management of internal university processes related to external and internal funding of research.

Article 4. Service structure

1. Research promotion and project management services include:

- a) Head of Research Promotion and Project Management Service;
- b) Research promotion and project management service manager;

Article 5. Management of the service

1. The service is headed by the head of the service, who is appointed and dismissed by the rector of the university on the recommendation of the vice-rector in the research field.

2. The head of the service is accountable to the vice-rector, the rector, and the governing board in the research field.

3. In the absence of the head of the service, his rights and duties are performed by the manager of the service.

Article 6. Head of the service

1. Head of service:

a) Directs and manages the activities of the service and is responsible for the fulfillment of the goals, tasks, and functions of the service.

b) Distributes functions among the employees of the service and determines the directions of their activities;

c) Involved in the development of the strategic and/or action plan of the university and ensures their implementation;

d) Directs the implementation of the University's research policy;

e) Communicates with state agencies, local and international organizations;

- f) Advises university academic staff/employees/students in the process of participation in national and international research-grant competitions;
- g) Advises university employees/students on relevant state funding programs;
- h) Ensures the creation and management of a unified base of scientific projects;
- i) Organizes the publication of university studies and scientific papers;
- j) Participates in the process of monitoring ongoing research within the framework of university funding;
- k) Supervises the proper performance of official duties by service associates;
- l) Submits an annual report on the activities performed by the service to the vice-rector in the research field;
- m) Represents the service with the management bodies of the university, educational units/institutes, and other services;
- n) Coordinates the events planned by the service;
- o) Organizes the performance of functions assigned to the service;
- p) Participates in the authorization/accreditation process within the scope of competence;
- q) In the interests of the university, on the instructions of the vice-rector, participates in the development/implementation of various projects in the research field;
- r) Acts in accordance with other instructions issued by the head of the service to carry out the activity of the service perfectly and continuously;
- s) Involved in the process of preparing the budget of the service.

2. Qualification requirements of the head of research promotion and project management service:

- a) A person with a higher education - not less than a master's degree or an academic degree equivalent to it, in business administration, social and political sciences, or a related field, is accepted for the position of head of research promotion and project management service;
- b) At least 2 years of work experience in a similar field;

c) Knowledge of Georgian and English languages.

Article 7. Service Manager

1. Service manager:

- a) Performs the tasks of the head of the service within his competence;
- b) Assists the head of the service in the implementation and fulfillment of the duties assigned to him;
- c) Responsible for the administration of the grant base (sharing the grant proposal provided by the existing donor local and international organizations with the university's academic staff, master's and doctoral students);
- d) Updates information on research/educational grants, projects;
- e) Organizes trainings/working meetings planned within the scope of research activities.
- f) Participates in the preparation of grant applications from various donors;
- g) Implements the creation and management of a unified database of scientific works of academic staff;
- h) Implements the creation and management of a single database of master's/doctoral scientific papers;
- i) Develops an external fundraising strategy as needed, manages the research fundraising process, and facilitates project writing.
- j) Participates in the process of preparing the annual report on the activities performed by the service;
- k) Performs the direct tasks of the vice-rector and the head of the service in the research field within the scope of authority;
- l) Taking part in the development/implementation of various projects, based on the interests of the university, in the research field on the instructions of the vice-rector;
- m) Participates in the authorization/accreditation process within the scope of competence;

n) The manager of the service is accountable to the head of the service, which submits a written report on the activities carried out once a year.

2. Qualification requirements of the manager of research promotion and project management service:

a) Higher education in business administration, social and political sciences, or related areas;

b) At least 1 year of work experience.

c) Knowledge of Georgian and English languages;

Article 8. Final Provisions

1. Matters that are not regulated by this regulation are regulated based on the legislation of Georgia and other normative documents of the university.

2. This provision shall enter into force upon its approval by the Governing Council. It is possible to make changes to it in accordance with the rules established for its approval.

3. The vice-rector in the research field supervises the implementation of this provision.